



## **Boston Healthcare Preparedness Coalition (HPC)**

### **Charter**

*Effective: January 24, 2019 – December 31, 2021*

### **About the Boston HPC**

The Boston Healthcare Preparedness Coalition (HPC) is a partnership consisting of community health centers, emergency medical services (EMS), hospitals, long term care, public health, emergency management and other planning partners. These six core disciplines and other planning partners coordinate to:

- Apply mitigation strategies to minimize the effects of emergencies;
- Plan for and conduct a unified response to emergencies affecting healthcare and/or its infrastructure;
- Create an effective public health and healthcare system recovery from emergencies; and
- Develop and implement improvement plans following emergency responses.

The Boston HPC is the primary conduit for preparedness, response, and recovery planning for the public health and healthcare system coordination functions of the Stephen M. Lawlor Medical Intelligence Center (MIC). The Boston Public Health Commission's (BPHC) Office of Public Health Preparedness (OPHP) oversees MIC management to support public health and healthcare response and recovery efforts.

The Massachusetts Department of Public Health's (MDPH) statewide model for Health and Medical Coordinating Coalitions (HMCC) is an integrated and multi-disciplinary approach to emergency preparedness and response. The Boston HPC serves as the HMCC for Region 4C (Boston), with BPHC as the sponsoring organization.

### **Mission/Purpose**

The Boston HPC develops and promotes the emergency preparedness and response capabilities of the City of Boston and its surrounding jurisdictions by:

- Strengthening medical surge capacity and capabilities;
- Building relationships and partnerships;
- Facilitating communication, information and resource sharing;
- Maximizing movement and utilization of existing resources; and
- Coordinating training, drills, and exercises;

The work of the Boston HPC is based on the needs and priorities established by Boston HPC members. The Boston HPC will conduct other work as guided by MDPH and the US Health and Human Services Assistant Secretary for Preparedness and Response (ASPR) capabilities.

## **Membership**

Coalition membership is open to healthcare organizations or supporting entities within Boston and surrounding communities that agree to work collaboratively on healthcare emergency preparedness and response activities. Eligible organizations must sign a Boston HPC charter and submit it to the Boston HPC Manager in order to be considered a member of the Boston HPC. Charters must be re-signed every 3 years by member organizations. Organizations will designate a primary and secondary point of contact for coalition business and meetings, to be provided on the Contact Information Page.

Two types of membership are available to Coalition members: Voting Members and Non-Voting Members.

### **Voting Members**

Eligibility: Voting membership is open to public health and healthcare institutions, as well as healthcare associations that operate within the City of Boston. Providers with service areas operating in the City of Boston and participants in the Boston Area Ambulance Mutual Aid (BAMA) network may be considered as voting members.

Voting member responsibilities include:

- Attending bimonthly meetings and participating in coalition working groups and planning efforts;
- Proposing coalition projects to the executive committee via the project proposal process and providing comments and feedback on coalition policy changes;
- Participating in coalition sponsored training, exercises and drills; and
- Participating in the development of coalition plans, agreements and emergency preparedness and response plans.

Voting members are able to vote in general Coalition votes if they qualify as members in good standing. Voting members are considered in good standing if the organization has attended four of the last six meetings. If an individual representing a member organization withdraws from participation, a new representative should be appointed within 90 days.

### **Non-Voting Members**

Eligibility: Non-voting membership is open to public health, healthcare institutions, and healthcare associations that do not operate within the City of Boston (the boundary for Region 4c). These stakeholders may participate in the Boston HPC but their voting rights will remain with their home HMCC. In addition, organizations and entities that are integral planning

partners within Boston and surrounding communities may join the Boston HPC as a non-voting member. Planning partners include but are not limited to:

- Pharmaceutical and medical device suppliers;
- Medical examiners/coroners;
- Fire services;
- Law enforcement;
- Universities/colleges;
- Homeless services providers; and
- MA National Guard.

Non-voting member responsibilities:

- Attending bimonthly meetings;
- Playing a collaborative role in Coalition planning projects;
- Participating in Coalition sponsored training, exercises and drills; and
- Participating in the development of Coalition plans, agreements and emergency preparedness and response plans.

## **General Membership Voting Process**

### **Roberts Rules of Order**

The Boston HPC follows Roberts Rules of Order (most recent edition) to guide the conduct of any Boston HPC business.

- Voting members: Each voting member organization will have one vote in Boston HPC general member business. An organization may have more than one representative present at each meeting; however, they will only have one vote per agency.
- Proxy vote: If a member is unable to vote in a general coalition vote, the institution Point of Contact will work with the HPC Manager to designate a proxy.
- Quorum: At all meetings of the Coalition, a simple majority of the voting members shall constitute a quorum.
- Simple Majority: 51% of voting members present at the meeting.
- Conducting Boston HPC business: A quorum is necessary to conduct official Boston HPC business at a meeting. Votes in a meeting shall be determined by a simple majority vote of members.
- All scheduled general membership votes will take place via survey monkey or another online survey tool for recording purposes. Members will be given at least five (5) business days to submit their vote.

During very rare occasions a special voting session may be called by the Executive Committee. This vote may be held due to strict deadlines and unforeseen circumstances. The Boston HPC may hold special votes by email or conference call. When such votes are conducted, there shall be a reasonable opportunity of five (5) business days for all members to have input prior to the

vote as resources and timelines permit. Voting shall be determined by a simple majority of all eligible members.

## Meetings

Coalition meetings will be scheduled bimonthly. Written notice and agendas for all meetings of the membership shall be sent to members in advance of the meetings by the HPC Manager. Per MDPH, Boston HPC general membership meetings are not subject to the Massachusetts Open Meeting Law. Attendees who are not affiliated with a member organization, and who have not been approved by the Executive Committee, are subject to dismissal from any Boston HPC meeting.

Emergency meetings may be convened at the request of the Executive Committee provided that written notice is given each member at least five (5) working days prior to the proposed meeting stipulating the time, place, and objective of the meeting as resources and timelines permit. No business may be transacted at a special meeting except that specified in the notice.

## Boston HPC Officers and Executive Committee Member Roles

### Executive Committee

The Executive Committee will act as the Boston HPC executive council and will provide strategic leadership to the Coalition. The Executive Committee will lead the development and implementation of strategic planning to provide the framework for Boston HPC activities. The Executive Committee consists of:

- Ten (10) standing discipline representatives, two members from each of the following five core disciplines, nominated or appointed by their discipline (voting members):
  - Community Health Centers
  - Emergency Medical Services
  - Hospitals
  - Long Term Care
  - Public Health
  - (NOTE: Emergency Management is a core discipline but does not receive Executive Committee membership or voting privileges)
- the Coalition Chair and Co-Chair (non-voting members); and
- the HPC Manager and Planning & Operations coordinator (non-voting member).

Voting Executive Committee members should not represent the same institution. If only one entity resides within a discipline, representatives from that discipline should not be of the same department, e.g. public health representatives should be from different departments/offices within the Boston Public Health Commission. If a particular discipline cannot identify two representatives that meet these requirements, exceptions can be made with the approval of the remaining voting Executive Committee members.

Voting Executive Committee members are responsible for representing multiple organizations within their discipline. The Executive Committee has the responsibility of voting on project proposals, approving strategic plans and policy updates and budget approval. Each discipline will be able to cast one vote representing the consensus of the discipline they are representing. Each discipline will determine what consensus means within their respective structure. Disciplines cannot abstain from voting during an Executive Committee vote. An abstention of voting will count as a “No” on any voting matter. All Executive Committee voting matters shall be determined by a two-thirds majority, with four out of five votes required.

Requirements for Executive Committee members include:

- Attending and participating in a general membership meeting (or sending an appropriate designee);
- Reporting out on discipline projects and acting as the discipline voice on the Executive Committee;
- Setting agenda items and topics for meetings;
- Determining budget priorities and work plans based on general needs of coalition grant directives and approved coalition project proposals;
- Serving on a minimum of one coalition working group;
- Recruiting new members to the coalition;
- Serving a two-year term (each discipline will establish parameters on election and reelection to Executive Committee);
- Participating in Boston HPC presentations or representing the Boston HPC at stakeholder meetings, conferences, meetings or other forums, as appropriate;
- Supporting the advancement of the coalition’s strategic goals and priorities

All Executive Committee members need to be a member in good standing by participating in four out of six general coalition meetings and eight out of twelve executive committee meetings per year. Participation in meetings includes active review of meeting notes, sending a designee to attend meetings, or further demonstration of Coalition engagement. Executive Committee members are required to have been a voting Coalition member for a minimum of one year.

### **Chair**

The Chair shall coordinate with the Executive Committee to provide direction and leadership for HPC projects and initiatives. He/She shall act as chair over all Coalition meetings and develop direction for the Coalition meeting agendas while ensuring they are representative of the Committee membership. The Chair or designee shall serve as the official representative and spokesperson of the Coalition. It is the duty of the Chair to encourage participation of all disciplines during discussion and on subcommittees. The Chair will provide direction for the Co-Chair and HPC Manager to track all Boston HPC projects and action items, their alignment with the strategic plan and goals, and their timeline/progress/status to review with the

Executive Committee. The Chair does not have voting privileges and cannot act as a discipline representative on the Executive Committee.

### **Co-Chair**

The Co-Chair shall perform the duties of the Chairperson in their absence. The Co-Chair may also serve as the liaison to outside agencies and perform other duties as needed in coordination with the Chair. The Co-Chair does not have voting privileges and cannot act as a discipline representative on the Executive Committee.

Co-Chairs can be nominated by any Coalition member. Nominated Co-Chairs cannot be from the same discipline as the Chair and must be a member in good standing (participate in four meetings per year).

### **Process for Co-Chair Election**

At the end of the calendar year (during the December meeting), the Committee will accept nominations for a new Co-Chair. The nominees must be affiliated with a voting member organization. The current Chair may be nominated for re-election as Co-Chair if the members vote accordingly. Elections will be held during December of every calendar year to take effect at the beginning of the calendar year January 1st. The current Co-Chair will transition to the chair on January 1st with the newly elected Co-Chair taking their place as Co-Chair.

### **HPC Manager**

The HPC manager is a standing position filled by a member of the Sponsoring Organization. The position includes but is not limited to the following responsibilities, see job description for complete details:

- Reviewing and maintaining member list to ensure up-to-date contacts and members in good standing;
- Serving as a member of the Executive Committee without voting privileges;
- Providing status updates and reports on Coalition projects and subcommittee work to Executive Committee;
- Coordinating communication for committee across jurisdictions;
- Supporting participation in Coalition leadership;
- Compiling grant reporting documents, for approval by Executive Committee. Will submit final approved reporting documentation to sponsoring organization;
- Serving as the initial point of contact for committee, addressing and directing inquiries and concerns; and
- Providing administrative support and strategic development of the Boston HPC membership portal
- Providing logistical and administrative support for committee meetings, including:
  - Meeting documents/materials
  - Meeting notes
  - Voting

### **HPC Planning & Operations Coordinator**

The HPC Planning & Operations Coordinator is a standing position filled by a member of the Sponsoring Organization. The position includes but is not limited to the following responsibilities:

- Leading development of HPC planning documents, policies and procedures;
- Supporting development and functionality of the Stephen M. Lawlor Medical Intelligence Center, the operational arm of the HPC, to support membership needs; and
- Providing operational updates and impacts to HPC membership as needed

### **Coordination**

The Executive Committee, Chair, Co-Chair, and HPC Manager will convene once a month in an executive session to develop and/or coordinate Boston HPC strategic planning, direction, and working group/project initiatives for the Coalition. The executive body as a whole will ensure Coalition projects and initiatives are aligned and on target with the Boston HPC strategic plan goals and timelines. Boston HPC general members may be invited to attend the Executive Committee meeting as necessary.

### **Reporting**

The Boston HPC Sponsoring Organization, the Boston Public Health Commission, is required to provide quarterly reports to the Massachusetts Department of Public Health. The Sponsoring Organization will present these reports to the Executive Committee quarterly. Any member of the Boston HPC can request a copy of these reports. The Sponsoring Organization will provide an annual report to the general coalition membership at Boston HPC meeting.

### **Subcommittees and Working Groups**

The Coalition will establish standing and/or temporary subcommittees and workgroups to carry out its activities identified in the strategic plan and designated by the Executive Committee. All subcommittees and working groups will establish timelines and milestones for projects and provide written progress and status updates to the Chair, Co-Chair and HPC Manager one week prior to the scheduled Boston HPC meetings. A representative from the Executive Committee will sit on each Boston HPC Subcommittee and Working Group.

### **Coalition Projects**

Voting Members in good standing can propose Coalition-wide projects to the Executive Committee via the Project Proposal Template. Project proposals must be signed off by a minimum of two disciplines other than the project proposer's discipline. Project proposals will be submitted to the HPC Manager and subsequently voted on by the Executive Committee.

# SIGNATURE PAGE

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By signing below, I am affirming participation on behalf of my organization in the Boston Healthcare Preparedness Coalition according to the guidelines outlined in this charter.

## SIGNATORY

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Name	Title	Organization
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Address

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Email	Phone
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Signature

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Date

### Discipline (Circle One):

- |  |   |
|--|---|
| <input type="checkbox"/> Community Health Center           | <input type="checkbox"/> Mental Health                          |
| <input type="checkbox"/> Emergency Medical Services        | <input type="checkbox"/> Public Health                          |
| <input type="checkbox"/> Healthcare Discipline Association | <input type="checkbox"/> University Health Center               |
| <input type="checkbox"/> Home Health                       | <input type="checkbox"/> Specialty Care (Please list):<br>_____ |
| <input type="checkbox"/> Hospital                          | <input type="checkbox"/> Other (Please list):<br>_____          |
| <input type="checkbox"/> Long Term Care                    |   |

RETURN THIS FORM ELECTRONICALLY TO [www.BostonHPC.org](http://www.BostonHPC.org)

# CONTACT INFORMATION PAGE

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Please provide the information for the designated Point of Contact for your organization. Designating an alternate Point of Contact is also highly encouraged.

Points of Contact will receive:

1. Boston HPC Informational Emails
2. Boston HPC Meeting Invitation

## PRIMARY POINT OF CONTACT

- Same as Charter Signatory
- To receive Medical Intelligence Center Notifications (email, phone, and/or text)

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Name	Title
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Email	Cell Phone
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## ALTERNATE POINT OF CONTACT

- Same as Charter Signatory
- To receive Medical Intelligence Center Notifications (email, phone, and/or text)

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Name	Title
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Email	Cell Phone
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## Instructions for Subscribing to Other Boston HPC Member Resources

- ✓ Go to [www.BostonHPC.org](http://www.BostonHPC.org) to request a Log-In to the members online portal to access important documents and resources
- ✓ Email [www.mic@bphc.org](mailto:www.mic@bphc.org) to request a City of Boston WebEOC account
- ✓ Subscribe to the MDPH Health and Homeland Alert Network (HHAN) by emailing [Alert.Network@massmail.state.ma.us](mailto:Alert.Network@massmail.state.ma.us)

RETURN THIS FORM ELECTRONICALLY TO [www.BostonHPC.org](http://www.BostonHPC.org)